



Judicial Council of California

Administrative Office of the Courts

Trial Court Financial Policies and Procedures

Procedure No.
Page

FIN 7.04
1 of 35

COURT SECURITY

POLICY NUMBER: AOC FIN 7.04

Original Release

August 2003

Originator:

Administrative Office of the Courts

Effective Date:

Oct 01, 2003

Revision Date:

July 14, 2003

Court Security

1.0 Purpose

The purpose of this policy is to define the security component of court operations that will standardize budgeting, billing, accounting practices, and Comprehensive Court Security and Law Enforcement Security Plans, and identify allowable law enforcement security costs.

2.0 Policy Statement

Appropriate law enforcement services are essential to trial court operations and public safety. Accordingly, the trial court shall enter into a memorandum of understanding with the sheriff regarding court security that specifies the agreed-upon level of security services to be provided, their associated costs, and terms of payment. The trial court shall also prepare and implement a security plan that complies with the Superior Court Law Enforcement Act of 2002.¹

3.0 Table of Contents

- 1.0 Purpose
- 2.0 Policy Statement
- 3.0 Table of Contents
- 4.0 Application
- 5.0 Definitions
- 6.0 Text
 - 6.1 Comprehensive Court Security Plan
 - 6.2 Law Enforcement Security Plan
 - 6.3 Judicial Council Review
 - 6.4 Replacement of Rule 810 Function 8
 - 6.5 Allowable Costs
 - 6.6 Unallowable Costs
 - 6.7 Contract Law Enforcement Template
 - 6.8 Memorandum of Understanding
 - 6.9 Court Security Administration

¹ SB 1396 (Dunn, 2001-2002 legislative session), codified in Government Code 69920 - 69927.

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 3 of 35
--	-----------------------	--

7.0 Associated Documents

4.0 Application

This policy applies to all trial court officials and employees, who are involved in developing and implementing the court security plan.

5.0 Definitions

1. **Comprehensive Court Security Plan.** The plan provided by the court to the AOC that addresses a Law Enforcement Security Plan and all other court security matters.
2. **Contract Law Enforcement Template.** A document that accounts for and further defines allowable costs related to law enforcement trial court security services.
3. **Court Attendant.** An unarmed, non-law enforcement court employee who performs those functions specified by the court, except those functions that may only be performed by armed and sworn personnel. The court attendant is not a peace officer or public safety officer.
4. **Department of Finance (DOF).** The State Executive Branch department that serves as the Governor's chief fiscal policy advisor and assists in preparing the annual Governor's Budget and administering the Final Budget Act.
5. **Law Enforcement Security Plan.** A plan that is provided by a sheriff that includes policies and procedures for providing public safety and law enforcement services to the court.
6. **Memorandum of Understanding (MOU).** A written statement that outlines the terms of an agreement or transaction between the trial court and another government entity.
7. **Rule 810.** California Rule of Court that defines the division of responsibility between the state and county for funding the trial courts.

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 4 of 35
--	-----------------------	--

Rule 810 includes a listing of the types of costs that the county is allowed to charge the court as well as a list of unallowable costs.

8. **Superior Court Law Enforcement Functions.** Security services provided by the sheriff to the trial court including all of the following:
 - a. Bailiff functions as defined in Penal Code §830.1 and 830.6, in criminal and noncriminal actions including, but not limited to, attending courts.
 - b. Taking charge of a jury as provided in Code of Civil Procedure §613 and 614.
 - c. Patrolling hallways and other areas within court facilities.
 - d. Overseeing prisoners in holding cells within court facilities.
 - e. Escorting prisoners in holding cells within court facilities.
 - f. Providing security screening within court facilities.
 - g. Providing enhanced security for bench officers and court personnel as agreed upon by the court and the sheriff.

6.0 Text

1. The Government Code² authorizes the presiding judge to contract with the sheriff, subject to available funding, for the level of law enforcement services that are necessary for the court. Beginning July 1, 2003 and thereafter, the presiding judge and the sheriff are required to develop a Comprehensive Court Security Plan to be utilized by the court.

² Government Code §69921 through §69925.

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 5 of 35
---	-----------------------	--

Court Security Document Timeline

PROCESS	TIMING	Responsible Party	ACTIONS
JUDICIAL COUNCIL (JC)	TBD	Judicial Council	Establish subject areas of the CCSP Establish process to review CCSP and put in Rules of Court Specify most efficient practices for providing court security services
	Jan	PJ's/CEO's	Meet to develop budget priority recommendations for Judicial Council
	Feb	Judicial Council	Adopts budget priorities and caps
LAW ENFORCEMENT SECURITY PLAN (LESP)	ASAP	Sheriff/Marshall	Policy and procedures for providing public safety and law enforcement services to the court. The LESP should also include the unique security issues of the court. Prepared by the sheriff or marshal at his or her cost.
CONTRACT LAW ENFORCEMENT TEMPLATE (CLET)	Each year on April 30	Sheriff/Marshall	Prepared each year on or before this date by the sheriff or marshal Includes court security cost information to be used to develop budget requests for the fiscal year beginning fourteen months from April 30. Mutually agreed to by the trial court and the sheriff
BUDGET CHANGE REQUEST (BCR)	Feb - March	AOC Finance	Prepares and distributes Budget Development Packages (BDP's) to courts
	April - May	Courts	Submitted by the court to the AOC Finance Division. Contains all of the agreed upon security cost increases identified in the CLET.
	June	AOC/Courts	Review by AOC and budget work teams.
COMPREHENSIVE COURT SECURITY PLAN (CCSP)	On and after July 1, 2003	Court/Sheriff	Developed by the presiding judge in conjunction with the sheriff. Must include the LESP developed by the sheriff or marshal. Must comply with Senate Bill 1396 All agreements for law enforcement services are subject to available funding.
MEMORANDUM OF UNDERSTANDING (MOU)	July 1	Court/Sheriff	Must be in place by July 1 of the contract period. Annual or multi-year agreement between court and sheriff Minimum requirements include: - level of court law enforcement security services to be provided by the sheriff - cost of services to the trial court - terms of payment
	August 1	Court/Sheriff	If no agreement, court or sheriff may request a 45-day extension of negotiations. Negotiations shall include the assistance of a mediator. Previous MOU shall remain in place.
JUDICIAL COUNCIL (JC)	ASAP	Judicial Council	Review and approve the CCSP.
	August	Judicial Council	AOC Finance Division submits BCR's to JC for approval of proposed security cost increases that meet the current standards set forth for the submittals.
	September	AOC Finance	Approved BCR's submitted to Dept. of Finance.
BUDGET	Sept - Jan	Dept. of Finance	Review/analysis of branch requests and develops Budget Plan for the Governor
	January	Governor	Introduces proposed budget
	Jan - May	Leg. Analyst Office	Analyzes budget, legislative hearings and AOC Finance work with DOF to clarify/develop requests
	June	Legislature	Legislature sends budget to Governor
	July	Governor	Budget is signed

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 6 of 35
--	-----------------------	--

2. The sheriff or marshal is responsible for developing a Law Enforcement Security Plan that is to be included in the Comprehensive Court Security Plan.
3. The Judicial Council is to establish the subject areas that are addressed in the plan and specify the most efficient practices for providing court security services. The Judicial Council is also responsible for establishing a process to review Comprehensive Court Security Plans, which shall be incorporated in the California Rules of Court.

6.1 Comprehensive Court Security Plan

1. On and after July 1, 2003, the trial court is required to develop and implement a Comprehensive Court Security Plan. The plan shall be developed in conjunction with the sheriff.
2. The areas addressed by the Comprehensive Court Security Plan shall comply with Senate Bill 1396 and must be reviewed and approved by the Judicial Council. The sheriff and presiding judge shall mutually agree on the court security plan adopted.
3. The Judicial Council will specify the most efficient practices for providing court security as a means of assisting the trial courts in preparing their security plans and obtaining the best value for their security expenditures.

6.2 Law Enforcement Security Plan

The trial court's Comprehensive Court Security Plan shall include a Law Enforcement Security Plan that is prepared by the sheriff or marshal at his or her department's expense. The Law Enforcement Security Plan must include the policies and procedures that ensure adequate security for public safety and law enforcement services to the court.

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 7 of 35
--	-----------------------	--

6.3 Judicial Council Review

The trial court shall submit its Comprehensive Court Security Plan to the Judicial Council for review and approval according to the process established in the forthcoming California Rule of Court.

6.4 Replacement of Rule of Court 810 Function 8

1. The Superior Court Law Enforcement Act of 2002 modifies Function 8 of California Rule of Court 810 with the intent of defining the court security function of court operations that leads to:
 - a. Standardized billing and accounting practices for court security
 - b. Standardized court security plans
 - c. The identification of allowable law enforcement security costs that counties may charge to the courts
2. The allowable and unallowable costs listed in Function 8 of Rule 810 are replaced by the costs that are listed in sections 6.5 and 6.6 below, and discussed in the Contract Law Enforcement Template that is provided at the end of this procedure.

6.5 Allowable Costs

1. The types of costs listed below are allowable for trial courts to pay counties for law enforcement and public safety services as defined in the Superior Court Law Enforcement Act of 2002.³

6.5.1 Sheriff's Services

1. **Perimeter Security Costs.** When mutually agreed by the court, county, and sheriff, the cost of perimeter security in any building that the court shares with any county agency (excluding the sheriff's department) shall be prorated based on the total noncommon square footage occupied by the court and other county agencies.

³ Government Code §69927 (a)(2) through (a)(5) define allowable costs.

- 2. Law Enforcement Security Personnel Services.** The actual salaries and employer-provided benefits of sheriff's personnel engaging in court law enforcement functions including: appropriate supervising and line personnel, deputies, contractual law enforcement services, prisoner escorts within the courts (excluding time spent in the transportation of prisoners or detainees to and from court), and weapons screening personnel. Actual salaries and benefits of individuals currently providing trial court law enforcement functions may include, but are not limited to:
- a. County health and welfare premium costs
 - b. County incentive payments
 - c. Employer deferred compensation plan costs
 - d. Employer's share of applicable FICA and Medicare taxes
 - e. General liability premium costs
 - f. Leave balance payout commensurate with an employee's time in court security services as a proportion of total service credit earned after January 1, 1998. (The sheriff is responsible for maintaining leave balance records for sheriffs' employees assigned to the trial court.)
 - g. Premium pay (i.e., bilingual pay, training officer pay)
 - h. Employer retirement plan contributions
 - i. Employer state disability insurance premium costs
 - j. Employer unemployment insurance premium costs
 - k. Worker's compensation paid to an employee in lieu of salary as specified in Labor Code Section 4850.
 - l. Worker's compensation premiums.
 - m. Court required training
 - n. Supervisor approved overtime

- 3. Equipment, Services and Supplies.** The following items are allowable:
- a. The purchase and maintenance of security screening equipment
 - b. The cost of this equipment is to be reported in this section and not in any other section of the Contract Law Enforcement Security Template even if covered by a salary allowance:
 - i. Ammunition
 - ii. Baton
 - iii. Bulletproof vest
 - iv. Handcuffs
 - v. Holster
 - vi. Leather gear
 - vii. Chemical spray and holder
 - viii. Radio
 - ix. Radio chargers and holders
 - x. Uniform
 - xi. One primary duty sidearm
- 4. Vehicle Use for Court Security Needs.** The per mile recovery cost for actual miles incurred by vehicles driven by allowable personnel while rendering court law enforcement services, excluding the transportation of prisoners or detainees to and from court, are allowable. The standard mileage rate in effect for judicial officers at the time of contract development shall apply. (AOC to provide as rates change).
- 5. Professional Support Staff for Court Security Operations.** The actual salaries, employer provided benefits, and overtime of sheriff provided staff performing support functions for court law enforcement services include, at a minimum, payroll, human resources, information systems, accounting, or budgeting. Costs for professional support staff shall be billed at actual costs incurred on the courts behalf not to exceed the following maximum amounts:
- a. **Courts with total allowable law enforcement security personnel services costs of less than \$10 million per year -**

Six percent of the total allowable costs for sheriff-provided court security personnel services.

- b. **Courts with total allowable law enforcement security personnel services costs of more than \$10 million per year**
 - Four percent of the total allowable costs for sheriff-provided court security personnel services.
- c. **Additional costs for support services** related to court-mandated special project support beyond the limits stated above must be negotiated and agreed upon by the court and the sheriff.

6.5.2 Marshal's Services

Marshals are armed peace officers employed by the court and are authorized to perform all court law enforcement functions. Marshal costs are law enforcement security costs that include actual salaries, benefits and other costs. These costs are included in the Law Enforcement Security Plan prepared by the marshal and submitted to the court.

6.5.3 Court Attendants

Court attendant costs are allowable for court security services and are included in the Comprehensive Court Security Plan.

6.5.4 Court-Contracted Security

Court-contracted security services are actual costs associated with externally contracted security services. These costs are included in the plan of the entity that contracted for the services.

6.6 Unallowable Costs

The types of allowable law enforcement security costs under the Superior Court Law Enforcement Act of 2002 are listed in section 6.5 above. Examples of security costs that are unallowable are included in the attached Contract Law Enforcement Template (Exhibit 1, Sec. II).

6.7 Contract Law Enforcement Template

1. The Contract Law Enforcement Template is a document that defines and accounts for allowable court security costs as described in Government Code §69927(a)(2) to (a)(6). The template replaces the definition of allowable and unallowable law enforcement costs in Function 8 of Rule of Court 810.
2. The sheriff or marshal is required to provide the court security cost information as delineated in the Contract Law Enforcement Template to the trial court by April 30 of each year. The cost information will be used to develop budget requests for the fiscal year beginning fourteen months from April 30.
3. The cost information provided by the sheriff must specify the nature, extent, and basis of the costs that are submitted. The sheriff's submittal shall include any negotiated or projected salary increases (See Note below.) for court law enforcement services that are proposed for inclusion in the court security program budget for the following state budget year (14 months from April 30).

Note: The statute specifically states that the AOC shall use the actual salary and benefit costs approved for court law enforcement personnel as of June 30 in determining the funding request that will be presented to the Department of Finance (for the fiscal year twelve months hence).

4. The trial court and the sheriff should discuss, understand, and come to mutual agreement on the budget as reflected in the Contract Law Enforcement Template and make modifications accordingly.
5. In June of each year, the court is required to submit to the AOC Finance Division a Budget Change Request (BCR) for all of the agreed-upon security cost increases identified in the Contract Law Enforcement Template.

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 12 of 35
--	-----------------------	---

6. In August of each year, the AOC Finance Division will submit to the Judicial Council those proposed security cost increases that meet the current standards set forth for such submittals.
7. If approved by the Judicial Council, the AOC Finance Division will submit the proposed security cost increases to the Department of Finance (DOF) for review in September of each year.
8. If approved by DOF and the Governor, the proposed security cost increases will be included in the Governor's Budget in January.
9. The increases in the Governor's Budget that pertain to the court security cost increases will then be reviewed by the State Legislature between April and June, or later if an agreement is not reached.
10. Once the State's Final Budget Act is chaptered, actual court-by-court security allocations shall be subject to the approval of the Judicial Council within the funding provided by the Legislature for all trial courts. Any court security costs paid by the court in a particular fiscal year must be within the court's security allocation approved by the Judicial Council.
11. If the sheriff's law enforcement security costs increase, the court is not obligated to pay, nor is it authorized to pay, the increased costs until additional funds can be requested and received through the budget process. The court and sheriff must renegotiate service levels within the MOU to remain within the total contract dollar levels specified in the MOU. Any court law enforcement security costs paid by the court in a particular year must be within the court's security allocation approved by the Judicial Council.

Notwithstanding the above, additional services deemed necessary by the court may be provided by the sheriff when funding is identified by the court and the MOU is amended.

12. If the court requests a decrease in service or costs, the sheriff is not obligated to absorb the cost of the request. The decrease must be mutually agreed upon and negotiated as an MOU amendment.
13. The Contract Law Enforcement Template is provided as an exhibit to this procedure.

6.8 Memorandum of Understanding

1. The trial court shall enter into an annual or multiyear memorandum of understanding (MOU) with the sheriff regarding court law enforcement security services. At a minimum, the MOU shall specify the level of security services to be provided by the sheriff, the cost of those services to the trial court, and the terms of payment. Examples of specific items that should be covered in the MOU include, but are not limited to:
 - a. Identification of the type and level of law enforcement security services to be provided.
 - b. Number of personnel and classifications required (Direct and Support personnel).
 - c. Description of basis for overtime, premium pay, holiday and other pays.
 - d. Terms of payment identifying when and how payments will be made.
 - e. A total “not to exceed” compensation amount for provision of services.
2. In years when the law enforcement security services MOU is scheduled to expire at the end of the fiscal year, negotiations for a new MOU should be as early as necessary to ensure that an agreement is in place by July 1.
3. If the court and sheriff are unable to enter into an MOU by August 1 of any fiscal year, either the court or sheriff may request a 45-day extension of negotiations that shall include the assistance of a

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 14 of 35
--	-----------------------	---

mediator. The previous MOU shall remain in effect during the extended negotiation period. The Administrative Director of the Courts and the president of the California State Sheriffs' Association shall mutually agree on the mediator who is assigned to assist the court and sheriff in resolving the MOU negotiations.

4. Refer to Procedure No. FIN 7.02, *Memorandums of Understanding*, for a discussion of issues that should be considered in the development, execution, and management of any MOU.

6.9 Court Security Administration

1. Sheriff's invoices for trial court law enforcement security services shall only include allowable costs delineated herein. Furthermore: (1) salary and benefit costs will be billed at the actual cost for each sheriff-provided staff member on court assignment at time of service; (2) equipment, services and supplies (S&S) costs will be billed at actual costs incurred on court assignment; (3) costs billed will be based on the requirements defined in the trial court security MOU; and (4) the sheriff's invoices will include a sufficient level of detail and provide documentation as shown in the attached example (Exhibit 2, Contract Enforcement Template - Billing).
2. Trial court personnel shall review the sheriff's invoices as described in Procedure No. FIN 8.01, Vendor Invoice Processing and approve costs that are in accordance with the MOU and the guidelines provided in this procedure. Invoices, associate documentation, and payment records shall be available and subject to audit by the Judicial Council.
3. The trial court and court law enforcement security providers shall manage their resources to minimize the use of overtime.⁴

⁴ Government Code §69927 (a)(5)(B).

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 15 of 35
--	-----------------------	---

7.0 Associated Documents

The Superior Court Law Enforcement Act of 2002 - SB 1396 (Dunn, 2001-2002 legislative session), codified in Title 8, Chapter 5, Article 8.5 of the Government Code.

Contract Law Enforcement Template
Law Enforcement Billing Template

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 16 of 35
--	-----------------------	---

**FY 2004-05 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

GENERAL INSTRUCTIONS

Complete the contact information section. This should be the person that completed the form for the court who will be responsible for answering or obtaining answers for any questions that AOC staff may have.

Please read the Security NSIs and Benefits Definitions and Column Descriptions (located in a separate Word document) to assist you in completing these forms.

Do not include any increases/changes that have previously been provided to the AOC and incorporated into a BCP or Finance Letter. Do not include any increases/changes that occurred prior to July 1, 2003.

There are three separate worksheets for the FY 2002-03, 2003-04, and 2004-05. The court only needs to fill out those worksheets for the year(s) in which they have increases/changes. A sample is included to assist you in filling out the worksheets (see tabs labeled "Sample Form" and "Sample Explain").

Begin by filling in the FTEs (full time equivalent), salary, and benefits, for each security category/ classification for which the court currently pays (see SB 1396 (Chapter 1010, Statutes of 2002)). Current FTEs, salary, and benefits for supervisors and professional support staff should only be at the level at which they currently provide service, except if a supervisory position spends less than 25% of his/her time on court security activities. In that situation, the position should not be included.

Similarly, only include increases/changes for those security personnel for which the court is currently paying. For example, if the court has never paid for supervision by a lieutenant, even though a lieutenant may be providing supervision, do not include the position or increases on the form. On the other hand, if a court has been paying for the services of a sheriff support position to provide accounting services for sheriff services in the court, the court should include any appropriate increases/changes for these positions, at the percentage of time that they spend on court activities. If a lieutenant that the court has been paying for spends 30% of his/her time on court related duties, only 30% of any increases/change should be paid for by the court.

If a court uses security services on an hourly basis, estimate the annual number of hours spent on court security, and relate this to a full time position. 1,778 hours is considered to be full time.

If there is an existing contract or MOU with an increase/change, include those amounts on the "existing contract" line (row) and send a copy of the MOU or board of supervisors resolution that documents the increase. If there isn't a signed MOU, but the court strongly anticipates an increase, this should be included on the "projected changes" line or row. As soon as an MOU has been signed, or an agreement formally reached, AOC Finance staff must be notified.

If there is more than one increase per year for a classification, fill out the row currently on the table and then insert a row below it. Please check the totals at the bottom of the document to make sure that they adjusted appropriately to accommodate the new row.

Unlike previous years, where an increase occurs partway through the year (e.g., 9/1/03 or 1/1/04) the court is to separate the amount of the increase between the fiscal year in which the increase occurs and the following year. This information goes on the same worksheet. For example, if there is an increase on 1/1/04, the impact of the NSI increase/change for FY 2003-04 goes in the "NSI" column of the FY 2003-04 worksheet. The second half of the funding needed to annualize the amount for a complete year goes in the FY 2004-05 Annualized Funding section in the "Annualized NSI Costs" column. The same pertains to salary driven benefits and any other benefits.

If a court does not have security positions that are regularly assigned to specific activities (such as courtroom or perimeter), they should indicate these positions in the Other (not permanently assigned) lines or rows under Line Personnel. The preference is always to use the more specific classification/category.

If there is an increase/change in retirement or non-salary driven benefits, the cost and date of the increase/change should be put in the appropriate column for the fiscal year in which the increase/change occurs and then an explanation of the reason for the increase/change is to be provided in the "Explain" worksheet, including date of change, cost and reason for increase/change. A list of allowable benefits is included in the tab labeled "Allow Benefits."

**Contact Vicki Muzny, Supervising Budget Analyst, at 415-865-7553 or e-mail her at
vicki.muzny@jud.ca.gov if you have any questions.**

CONTRACT LAW ENFORCEMENT TEMPLATE

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 17 of 35
--	-----------------------	---

**FY 2002-03 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Court:	Contact Telephone No.:
Contact Name:	Contact E-Mail Address:

Category/Classification	Beginning FY 2002-03			FY 2002-03 Increases (existing contract and projected changes)								FY 2003-04 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
<i>Supervisory*</i>															
Captain (Beginning FY 02-03)															
Existing Contract															
Projected Changes															
Lieutenant															
Existing Contract															
Projected Changes															
Sergeant															
Existing Contract															
Projected Changes															
Other Titles															
Existing Contract															
Projected Changes															
<i>Line Personnel</i>															
Courtroom - Deputies/CSOs															
Existing Contract															
Projected Changes															
Internal-Perimeter Security/Escort															
Existing Contract															
Projected Changes															
Weapons Screening-Non-Contract															
Existing Contract															
Projected Changes															
Contracted Security Services															
Existing Contract															
Projected Changes															

CONTRACT LAW ENFORCEMENT TEMPLATE

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 18 of 35
--	-----------------------	---

**FY 2002-03 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Court:	Contact Telephone No.:
Contact Name:	Contact E-Mail Address:

Category/Classification	Beginning FY 2002-03			FY 2002-03 Increases (existing contract and projected changes)								FY 2003-04 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
Other (not permanently assigned)															
Existing Contract															
Projected Changes															
Professional Support Staff															
Payroll Processing Staff															
Existing Contract															
Projected Changes															
Human Resources Staff															
Existing Contract															
Projected Changes															
Information Systems Staff															
Existing Contract															
Projected Changes															
Accounting Staff															
Existing Contract															
Projected Changes															
Budget Staff															
Existing Contract															
Projected Changes															
Total Existing Contract															
Total Projected Changes															
Total Increases															

* Must devote at least 25% of time to court-related security. FTE and costs are prorated to reflect only the portion of time spent on court-related security activities.

** Include explanation for increase in "Explain" worksheet.

Do not enter information in gray colored cells.

CONTRACT LAW ENFORCEMENT TEMPLATE

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 19 of 35
--	-----------------------	---

**FY 2003-04 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Court:	Contact Telephone No.:
Contact Name:	Contact E-Mail Address:

Category/Classification	Beginning FY 2003-04			FY 2003-04 Increases (existing contract and projected changes)								FY 2004-05 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
<i>Supervisory*</i>															
Captain (Beginning FY 03-04)															
Existing Contract															
Projected Changes															
Lieutenant															
Existing Contract															
Projected Changes															
Sergeant															
Existing Contract															
Projected Changes															
Other Titles															
Existing Contract															
Projected Changes															
<i>Line Personnel</i>															
Courtroom - Deputies/CSOs															
Existing Contract															
Projected Changes															
Internal-Perimeter															
Security/Escort															
Existing Contract															
Projected Changes															
Weapons Screening-Non-Contract															
Existing Contract															
Projected Changes															
Contracted Security Services															
Existing Contract															
Projected Changes															

CONTRACT LAW ENFORCEMENT TEMPLATE

**FY 2003-04 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Court:	Contact Telephone No.:
Contact Name:	Contact E-Mail Address:

Category/Classification	Beginning FY 2003-04			FY 2003-04 Increases (existing contract and projected changes)								FY 2004-05 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
Other (not permanently assigned)															
Existing Contract															
Projected Changes															
Professional Support Staff															
Payroll Processing Staff															
Existing Contract															
Projected Changes															
Human Resources Staff															
Existing Contract															
Projected Changes															
Information Systems Staff															
Existing Contract															
Projected Changes															
Accounting Staff															
Existing Contract															
Projected Changes															
Budget Staff															
Existing Contract															
Projected Changes															
Total Existing Contract															
Total Projected Changes															
Total Increases															

* Must devote at least 25% of time to court-related security. FTE and costs are prorated to reflect only the portion of time spent on court-related security activities.

** Include explanation for increase in "Explain" worksheet.

Do not enter information in gray colored cells.

CONTRACT LAW ENFORCEMENT TEMPLATE

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 21 of 35
--	-----------------------	---

**FY 2004-05 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Court:	Contact Telephone No.:
Contact Name:	Contact E-Mail Address:

Category/Classification	Beginning FY 2004-05			FY 2004-05 Increases (existing contract and projected changes)								FY 2005-06 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
<i>Supervisory*</i>															
Captain (Beginning FY 04-05)															
Existing Contract															
Projected Changes															
Lieutenant															
Existing Contract															
Projected Changes															
Sergeant															
Existing Contract															
Projected Changes															
Other Titles															
Existing Contract															
Projected Changes															
<i>Line Personnel</i>															
Courtroom - Deputies/CSOs															
Existing Contract															
Projected Changes															
Internal-Perimeter															
Security/Escort															
Existing Contract															
Projected Changes															
Weapons Screening-Non-Contract															
Existing Contract															
Projected Changes															
Contracted Security Services															
Existing Contract															
Projected Changes															

CONTRACT LAW ENFORCEMENT TEMPLATE

**FY 2004-05 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Court:	Contact Telephone No.:
Contact Name:	Contact E-Mail Address:

Category/Classification	Beginning FY 2004-05			FY 2004-05 Increases (existing contract and projected changes)								FY 2005-06 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
Other (not permanently assigned)															
Existing Contract															
Projected Changes															
Professional Support Staff															
Payroll Processing Staff															
Existing Contract															
Projected Changes															
Human Resources Staff															
Existing Contract															
Projected Changes															
Information Systems Staff															
Existing Contract															
Projected Changes															
Accounting Staff															
Existing Contract															
Projected Changes															
Budget Staff															
Existing Contract															
Projected Changes															
Total Existing Contract															
Total Projected Changes															
Total Increases															

* Must devote at least 25% of time to court-related security. FTE and costs are prorated to reflect only the portion of time spent on court-related security activities.

** Include explanation for increase in "Explain" worksheet.

Do not enter information in gray colored cells.

CONTRACT LAW ENFORCEMENT TEMPLATE

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 23 of 35
--	-----------------------	---

**FY 2004-05 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Describe below the reasons for the changes in retirement and other benefits. An example of an increase in retirement is: plan change from 2% at 55 to 3% at 50 for all security personnel. An example of an other benefits increase is: increase in workers' compensation from 3.5% to 5% for line personnel. If the increases are different for different classification, please describe for each. Please include all changes for which you are requesting funding, and include the effective date of the increase/change.

Retirement:

Other Benefits:

**FY 2004-05 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Allowable Benefits for Law Enforcement Security Personnel Services
Actual benefits of individuals currently providing superior court law enforcement functions may include, but are not limited to:

- a. County health and welfare premium costs
- b. County incentive payments
- c. Employer deferred compensation plan costs
- d. Employer's share of applicable FICA and Medicare taxes
- e. General liability premium costs
- f. Leave balance payout commensurate with an employee's time in court security services as a proportion of total service credit earned after January 1, 1998. (The sheriff is responsible for maintaining leave balance records for sheriffs' employees assigned to the trial court.)
- g. Premium pay (i.e., bilingual pay, training officer pay)
- h. Employer retirement plan contributions
- i. Employer state disability insurance premium costs
- j. Employer unemployment insurance premium costs
- k. Workers' compensation paid to an employee in lieu of salary as specified in Labor Code section 4850.
- l. Workers' compensation premiums
- m. Court required training (not POST training, i.e., mandatory 24 hours every 2 years)
- n. Supervisor approved overtime

Courts are only required to pay for the increased cost of benefits for security staff for those benefits which they are currently already paying and for those positions for which they are already paying, until additional funding is appropriated consistent with the provisions of SB 1396 (Chapter 1010, Statutes of 2002).

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 25 of 35
--	-----------------------	---

**FY 2004-05 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Court:	Contact Telephone No.:
Contact Name:	Contact E-Mail Address:

Category/Classification	Beginning FY 2004-05			FY 2004-05 Increases (existing contract and projected changes)								FY 2005-06 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefit s	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
<i>Supervisory*</i>															
Captain (Beginning FY 04-05)															
Existing Contract															
Projected Changes															
Lieutenant															
Existing Contract															
Projected Changes															
Sergeant	4.00	300,000	25,000												
Existing Contract				4,500	344	3.0	1/1/2005	2,500	1/1/2005	2,000	1/1/2005	4,500	344	2,500	2,000
Projected Changes															
Other Titles															
Existing Contract															
Projected Changes															
<i>Line Personnel</i>															
Courtroom - Deputies/CSOs	30.00	1,650,000	550,000												
Existing Contract				49,500	3,787	3.0	7/1/2004	35,000	7/1/2004	20,000	7/1/2004				
Projected Changes															
Internal-Perimeter															
Security/Escort	4.00	220,000	73,333												
Existing Contract				6,600	505	3.0	7/1/2004	5,000	7/1/2004	4,000	7/1/2004				
Projected Changes															
Weapons Screening-Non-Contract	2.00	110,000	3,667												
Existing Contract				3,300	252	3.0	7/1/2004	4,000	7/1/2004	3,000	7/1/2004				
Projected Changes															
Contracted Security Services															
Existing Contract															

CONTRACT LAW ENFORCEMENT TEMPLATE

**FY 2004-05 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Court:	Contact Telephone No.:
Contact Name:	Contact E-Mail Address:

Category/Classification	Beginning FY 2004-05			FY 2004-05 Increases (existing contract and projected changes)								FY 2005-06 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain)**	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
Projected Changes															
Other (not permanently assigned)															
Existing Contract															
Projected Changes															
Professional Support Staff															
Payroll Processing Staff	0.25	15,000	5,000												
Existing Contract				450	34	3.0	7/1/2004	75	7/1/2004	50	7/1/2004				
Projected Changes															
Human Resources Staff															
Existing Contract															
Projected Changes															
Information Systems Staff															
Existing Contract															
Projected Changes															
Accounting Staff															
Existing Contract															
Projected Changes															
Budget Staff															
Existing Contract															
Projected Changes															
Total Existing Contract				64,350	4,922			46,575		29,050		4,500	344	2,500	2,000
Total Projected Changes				-	-			-		-		-	-	-	-
Total Increases				64,350	4,922			46,575		29,050		4,500	344	2,500	2,000

* Must devote at least 25% of time to court-related security. FTE and costs are prorated to reflect only the portion of time spent on court-related security activities.

** Include explanation for increase in "Explain" worksheet.

Do not enter information in gray colored cells

CONTRACT LAW ENFORCEMENT TEMPLATE

**FY 2004-05 Budget Change Request Package
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Describe below the reasons for the changes in retirement and other benefits. An example of an increase in retirement is: plan change from 2% at 55 to 3% at 50 for all security personnel. An example of another benefits increase is: increase in workers' compensation from 3.5% to 5% for line personnel. If the increases are different for different classification, please describe for each. Please include all changes for which you are requesting funding, and include the effective date of the increase/change.

Retirement:

1/1/05 Increase in retirement rate from 7.3% to 9.5% for sergeants.

7/1/04 Increase in retirement rate from 7.3% to 9.5% for line personnel.

SAMPLE

Other Benefits:

1/1/05 Increase from 3% to 6% in workers compensation for sergeants.

7/1/04 Increase from 3% to 6% in workers compensation for line personnel.

SAMPLE

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 28 of 35
--	-----------------------	---

LAW ENFORCEMENT BILLING TEMPLATE

Attachment A – Law Enforcement Billing Template, Version 2 – Effective May 1, 2003

County:			FY ENDED:		
DIRECT SECURITY:					
SECURITY PERSONNEL					
<i>Supervision Personnel</i>	FTE's	HOURS	SALARY	BENEFITS*	TOTAL COSTS
Captain	0	0	0	0	0
Lieutenant	0	0	0	0	0
Sergeant	0	0	0	0	0
Other Titles	0	0	0	0	0
Total Supervisors Direct Security: (AutoField)	0	0	0	0	0
<i>Line Personnel</i>	FTE's	HOURS	SALARY/ CONTRACT	BENEFITS*	TOTAL COSTS
Deputies / Court Security Officers et al. Inside the courtroom	0	0	0	0	0
Deputies et al. / Perimeter Security / Escort	0	0	0	0	0
Weapons Screening Personnel	0	0	0	0	0
Contracted Security Services / Cost		0	0	0	0
Court Required Training		0	0	0	0
Total Line Personnel Direct Security: (AutoField)	0	0	0	0	0
OVERTIME					
<i>Supervision Personnel</i>		HOURS	OVERTIME	BENEFITS*	TOTAL COSTS
Captain		0	0	0	0
Lieutenant		0	0	0	0
Sergeant		0	0	0	0
Other Titles		0	0	0	0
Total Supervisors Overtime: (AutoField)		0	0	0	0
<i>Line Personnel</i>		HOURS	OVERTIME	BENEFITS*	TOTAL COSTS
Deputies / Court Security Officers et al. Inside the courtroom		0	0	0	0
Deputies et al. / Perimeter Security / Escort		0	0	0	0
Weapons Screening Personnel		0	0	0	0
Contracted Security Services		0	0	0	0
Court Required Training		0	0	0	0
Total Line Personnel Overtime: (AutoField)		0	0	0	0
TOTAL HOURS AND COSTS SPENT ON OVERTIME (AutoField)		0	0	0	0
TOTAL DIRECT SECURITY PERSONNEL COSTS (AutoField)			0	0	0

* Benefits refer to Section III, No. 2

LAW ENFORCEMENT BILLING TEMPLATE

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 29 of 35
---	-----------------------	---

LAW ENFORCEMENT BILLING TEMPLATE <i>Attachment A – Law Enforcement Billing Template, Version 2 – Effective May 1, 2003</i>					
County			FY ENDED:		
PROFESSIONAL SUPPORT STAFF FOR COURT SECURITY OPERATIONS					
Hours/Cost of Staff Required Assistance In:					
		HOURS	SALARY	BENEFITS*	TOTAL COSTS
Payroll Processing Staff		0	0	0	0
Human Resources Staff		0	0	0	0
Information Systems Staff		0	0	0	0
Accounting Staff		0	0	0	0
Budget Staff		0	0	0	0
Court-mandated special project support		0	0	0	0
Total Professional Staff Costs (AutoField)		0	0	0	0
OVERTIME					
		HOURS	OVERTIME	BENEFITS*	TOTAL COSTS
Payroll Processing Staff		0	0	0	0
Human Resources Staff		0	0	0	0
Information Systems Staff		0	0	0	0
Accounting Staff		0	0	0	0
Budget Staff		0	0	0	0
Court-mandated special project support		0	0	0	0
Total Professional Staff Overtime Costs (AutoField)		0	0	0	0
SECURITY S&S & EQUIPMENT					
Purchased This Year:		COST			
Ammunition		0			
Baton		0			
Bulletproof Vest		0			
Handcuffs		0			
Holster		0			
Leather Gear		0			
Chemical Spray & Holder		0			
Radio		0			
Radio Charger/Holder		0			
Uniforms		0			
One Primary Duty Sidearm		0			
Purchase and Replacement of Safety Equipment: (AutoField)		0			
Purchase & Maintenance for Security Screening Equipment		0			
VEHICLE USE FOR COURT SECURITY NEEDS					
# Vehicles used by Staff		0			
Miles Driven by allowable personnel		0			
Authorized cost per mile:		0			
Vehicle Recovery Cost: AutoField		0			
Court security cost: AutoField		0			

* Benefits, refer to Section III, No. 2.

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 30 of 35
--	-----------------------	---

Sec I: Allowable Cost Narratives:

Note

SECURITY PERSONNEL:

Supervision Personnel

Captain

Lieutenant

Sergeant

Other Titles

Line Personnel

Deputies / Court Security Officers et al. Inside the courtroom

Deputies et al. / Perimeter Security / Escort

Weapons Screening Personnel

Contracted Security Services

Court Required Training

PROFESSIONAL SUPPORT STAFF FOR COURT SECURITY OPERATIONS

Payroll Processing Staff

Human Resources Staff

Information Systems Staff

Accounting Staff

Budget Staff

Court-mandated special project support

SECURITY Services and Supplies & EQUIPMENT

Purchase and Replacement of Safety Equipment:

Ammunition

Baton

Bulletproof Vest

Handcuffs

Holster

Leather Gear

Chemical Spray & Holder

Radio

Radio Charger/Holder

Uniforms

One Primary Duty Sidearm

Purchase & Maintenance for Security Screening Equipment

VEHICLE USE FOR COURT SECURITY NEEDS

Vehicles used by Staff

Miles Driven by allowable personnel

Authorized cost per mile:

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 31 of 35
---	-----------------------	---

Sec I: Allowable Cost Narratives:	
Note	
PERSONNEL - DIRECT SECURITY	
1	Court security personnel approved in the budget or provided at special request of the court.
2	Salary, wages and benefits (including overtime) of sheriff, marshal, constable employees including, but not limited to, bailiffs, holding cell deputies, and weapons screening personnel.
3	SUPERVISORY LEVELS: Salary, wages, and benefits, of sheriff, marshal, and constable employees, up to and including the level of Captain, whose supervisory duties require 25% or more of their time on court security functions. Costs shall be based on the percentage of actual time spent in the supervision of court security staff. The cost of any supervisor working less than 25% in the court is not an allowable expense.
4	Security Personnel who: a) patrol hallways and other areas within court facilities, b) supervise prisoners in holding cells within court facilities, c) escort prisoners to and from courtrooms within the court facility, d) unique court operational and staffing issues (ie. control rooms). Service levels for these functions are to be negotiated between the court and service provider. Court issues above existing resources fall under the review of the State budgeting process.
5	Negotiated Salary Increases (NSI's) shall be included as well as projected NSI's for periods beyond the expiration of a signed personnel labor contract. For projected NSI's, billing at actual rates automatically returns to the State any NSI that ultimately is not enacted.
6	Contractual security services - non Government (e.g. private sector outsourced security).
OVERTIME	
7	Overtime coverage is allowable when regularly assigned court security personnel are absent for vacation, and court-required training.
8	Overtime necessary to maintain scheduled coverage and for extraordinary circumstances.

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 32 of 35
---	-----------------------	---

9	Training, beyond basic training, for needs unique to the court security function and requested by the court (method of payment should be negotiated as part of a local MOU).
PROFESSIONAL SUPPORT STAFF	
10	Sheriff staff preparing security budgets for the courts or other human resources, financial, or administrative/clerical staff services for the security function of the courts (e.g., their service cost should be based upon the actual time dedicated to meeting requested services in the security function).
11	Salary, wages, and benefits of professional staff employees whose time is directly chargeable to court security needs and/or State budgetary requirements in support of trial court funding (this service may include, but is not limited to staff support of/for payroll processing, financial, administrative and clerical services, human resources, court-mandated information systems, court invoicing and billing, budget preparation, trial-court-related ad hoc reports, surveys, studies).
SECURITY Services &Supplies and EQUIPMENT	
12	Purchase of the following personnel safety equipment: Ammunition, Baton, Bulletproof Vest, Handcuffs, Holster, Leather Gear, Chemical Spray & Holder, Radio, Radio Charger/Holder, Uniforms, One Primary Duty Sidearm.
13	Purchase & Maintenance of security screening equipment.
VEHICLE USE FOR COURT SECURITY	
14	The mileage rate utilized by the State (currently \$0.34 per mile) may be applied to the costs of allowable security personnel driving in the course of their normal duties (non-prisoner transport).

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 33 of 35
---	-----------------------	---

Sec II: Non-Allowable Cost Narratives:	
Note	
1	Other sheriff or marshal employees (<i>not working in the court</i>).
2	County Overhead cost attributable to the operation of the sheriff/marshal offices. For example, indirect overhead (such as county CWCAP for cost recovery of county operations)
3	Departmental overhead of sheriffs and marshals that is not in the list of Sec I allowable costs.
4	Service and supplies, including data processing, not specified as allowable in Sec I.
5	Furniture
6	Basic training for new personnel to be assigned to court
7	Transportation and housing of detainees from the jail to the courthouse.
8	Vehicle costs used by court security personnel <i>in the transport of prisoners to court</i> .
9	The purchase of new vehicles to be utilized by court security personnel.
10	Vehicle maintenance (<i>exceeding the allowable mileage reimbursement</i> .)
11	Transportation of prisoners between the jails and courts or between courts.
12	Supervisory time and costs where service for the court is less than 25% of the time on duty.
13	Costs of supervision higher than the level of Captain, regardless of the amount of time they spend on court security supervision activities.
14	Service of process in civil cases.
15	Security outside of the courtroom in multi-use facilities which results in a disproportionate allocation of cost.

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 34 of 35
--	-----------------------	---

Sec II: Non-Allowable Cost Narratives:	
Note	
16	Any external security costs i.e., Security outside court facility, such as perimeter patrol and lighting.
17	Extraordinary security costs (e.g., General law enforcement activities within court facilities and protection of judges away from the court).
18	Overtime used to staff another function within the sheriff's office if an employee in that function is transferred to court security to maintain necessary coverage.
19	Construction of holding cells or remodeling to improve existing cells.
20	Maintenance of holding facility equipment (not deemed as allowable elsewhere).
21	Facilities alteration or other than normal installation in support of perimeter security equipment.
22	Video arraignment equipment, including purchase and monthly overhead costs for equipment used for video arraignments (i.e., monthly telephone costs, fax, etc.)
23	Costs of workers compensation/disability payments to disabled sheriff or marshal employees who formerly provided security, while the full costs of those positions continue to be funded by the courts.

Trial Court Financial Policies and Procedures	Court Security	Procedure No. FIN 7.04 Page: 35 of 35
---	-----------------------	---

Sec III: Addendum Narratives:	
-------------------------------	--

Note	
1	Security equipment that the State is obligated to fund includes, but is not limited to, Security equipment used within the court facility including metal detection devices, x-ray machines, magnetometers, OCTV, alarms, panic alarms, cameras, card-key systems, special courtroom devices for highly dangerous prisoners. Normal installation only is included. State funds may not be used for facility alterations (such as adding cable raceways, new doorways, and asbestos abatement prior to installation).

2	BENEFITS: This is a list of the allowable employer-paid labor-related employee benefits.
a	County Health & Welfare (Benefit Plans)
b	County Incentive Payments (PIP)
c	Deferred Compensation Plan Costs
d	FICA / Medicare
e	General Liability Premium Cost
f	Leave Balance Payout
g	Premium Pay (such as POST pay, location pay, Bi-lingual pay, training officer pay)
h	Retirement
i	State Disability Insurance (SDI)
j	Unemployment Insurance Cost
k	Workers Comp Paid to Employee in lieu of salary
l	Workers Comp Premiums

3	Item k represents a cost to the sheriff and a benefit paid to the employee when Workers Comp Premiums (item l) do not cover 100% of all workers comp instances. If the premiums (item l) cover all risk and the sheriff is not charged by the county as a result of that coverage, item k will be zero.
---	---

4	"Direct Security" FTE's=Full Time Equivalent personnel. HOURS=Personnel not included as FTE (example Extra Help, Hourly, Contracted).
---	---

5	"Direct Security" HOURS (except Overtime) = Personnel that would not otherwise be included as FTE's (example Extra Help and Hourly personnel).
---	--